University Housing is seeking applicants for a Human Resources Associate position. Housing Human Resources provides exceptional support services to customers and users within University Housing and works closely with many campus units.

We are seeking individuals with diverse backgrounds who can help create and foster communities that strive toward this vision. This includes supporting the academic mission of the University by developing environments conducive to student learning and academic success, respecting, appreciating, and advocating for the diversity of our student population, and supporting the holistic development of all our students.

FUNCTION: Provide Human Resources support to meet the needs of the Units within University Housing. Work with the Senior Assistant Director and Human Resources Coordinator for Housing Human Resources to coordinate campus and Housing HR systems, processes and programs. May facilitate and conduct training, participate on teams and projects, and utilize technology for key HR processes.

Duties

- Assist with the search and hiring processes for all employee groups (Academic Professional, Civil Service, Student, etc.) including but not limited to notifying Illinois Human Resources on hiring needs, position development and approval, initiating hiring process in HireTouch, end-to-end search documentation and approvals, recruitment advertising, search team training, administering applications, interview participation and coordination and reference checking. Research and develop cost-effective recruitment strategies.
- Function as a consultant to all constituencies within the organization, providing guidance and/or problem resolution for highly sensitive and unique human resource-related matters. Is responsible for responding to employees’ inquiries specifically related to Academic Professionals, Graduate Assistantship student employees, training programs and general Human Resources matters.
- Facilitate Service in Excess forms for Housing and assist with personnel processing needs with new hires, changes to employee records, labor transfers, lump sums, pay rate changes, additional appointments and/or re-appointments, and separations in KRONOS and in HRFE.
- Ensure that activities and services adequately meet the business and/or operational needs of the University and support the values and culture of the organization. Research, coordinate and participate, as needed, in training sessions for Housing employees and post training evaluation, including campus required trainings, new employee orientation, off boarding program, etc.
- Creates and processes various reports (monthly, quarterly and as needed) and ensures that activities and services adequately meet the business and/or operational needs of the University.
- Establish centralized personnel files, search files, and other HR related files. Manage and maintain files to ensure they are in compliance with federal and state laws as well as campus guidelines.
- Assist with Housing job descriptions and the performance appraisal process.
- Ensure labor law posters, at all locations, are posted as required. etc.
- Participate in determining long and short-range goals and objectives of overall human resources and may represent HHR on university planning committees.
- Perform other duties and responsibilities as assigned.

Required Qualifications

1. Bachelor's degree in human resources administration, labor relations, business administration, or a field related to the position
2. Two years of work experience performing professional-level human resources duties

Preferred Qualifications

- Previous experience with working with confidential, time-sensitive data.
- Proficiency in writing and editing HR reports.
- Prefer previous experience working with timekeeping software and databases.
- Prefer previous experience with leave management (including FMLA, workers’ compensation and disability), employee relations

Appointment Information

This is a full-time Civil Service Human Resource Associate position appointed on a 12-month service basis. The expected start date is as soon as possible after closing. Salary is commensurate with experience.

Application Procedures and Deadlines

To apply for this position, please create a candidate profile at https://jobs.illinois.edu and upload your cover letter, resume (months and years of employment must be included), and academic credentials (copies unofficial copy of transcripts or diploma may be acceptable) by January 3, 2019. An online application will require names and contact information including email addresses for three references. In order to be considered as a transfer candidate, you must apply for the position. Applications not submitted through this website will not be considered. For further information regarding application procedures, you may contact oliverl@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO. To learn more about the University’s commitment to diversity, please visit http://www.inclusiveillinois.illinois.edu

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